

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Science Technician
Reporting to: Senior Science Technician
Department: Science

JOB PROFILE

To support effective and efficient teaching and learning in the Science department and to work in partnership with the teaching staff to ensure that current high standards, as well as safe working practices are maintained.

ACCOUNTABILITIES

MAIN RESPONSIBILITIES

- To prepare apparatus and materials for class practical work, investigations and demonstrations and remove it safely afterwards
- To trial practical activities and keep up to date with developments in practical science
- To organise, store and check the condition of apparatus and materials. To safely dispose of waste materials. To clean and sterilise apparatus
- To ensure the science laboratories are in good order, liaising with site team
- To maintain laboratory equipment and apparatus, including construction and/or modification
- To use Lablogger to manage practical requests and write practical templates for Practical Bank within departments
- Obtain materials by local purchase
- Assist with annual stock take, carry out spring cleaning. Prepare order lists, check deliveries and distribute new equipment.
- Attend departmental meetings
- Prepare materials for and assist at open evenings and taster days
- Attend field trips as required
- Provide technical support to experienced and trainee/ECT teachers, including Health and Safety guidance
- Assist in practical classes and demonstrations as required

HEALTH AND SAFETY

- Keep up to date with current Health and Safety standards
- Ensure Health and Safety rules and regulations are followed and carried out in all science areas and activities
- Ensure risk assessments are in place and implemented for Technician activities
- Carry out Health and Safety checks, which may include chemical stores, pressure vessels, first aid boxes and eye protection. Prepare department equipment for PAT
- Advise Senior Technician of any shortfall in maintaining the Health and Safety standards

This is not an exhaustive job description, and it is expected that the post holder may undertake such other duties as may reasonably be requested. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.



SKILLS, EXPERIENCE & QUALIFICATIONS

Qualifications and Experience

Essential

- Educated to GCSE level with high levels of literacy and numeracy
- Science based qualifications
- Experience of working in and preparing equipment in a laboratory setting
- Interest in scientific issues
- Good IT skills working knowledge of Microsoft Office applications.

Desirable

- Health and Safety knowledge, up to date with current standards of practice in relation to handling hazardous materials.
- Experience of working as a Science Technician within an educational setting.
- Chemistry technician expertise.

Knowledge, Skills and Abilities

- Ability to plan and prioritise a range of tasks
- Excellent written and verbal communication skills
- Ability to provide high levels of customer service
- Ability to work effectively as part of a team

Personal

- Excellent attention to detail.
- Flexible and adaptable.
- Reliable and resilient.
- Ability to relate well to students.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of all students with whom they come into contact, will be to adhere to and ensure compliance with the School's child protection policies at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguarding Lead.